

**Job Title:** Pantry & Warehouse Coordinator

**Reports to:** Executive Director

**Time:** 20 hours per week

**Compensation:** Hourly rate of \$20/hr

## **JOB OVERVIEW**

Under the direction and supervision of the Executive Director, the Pantry & Warehouse Coordinator will be responsible for the overall management of the Hunger Fighters Oregon food pantry and warehouse operations. The sole priority of this position is ensuring that the Hunger Fighters food pantry is optimally prepared to serve the community on the three days per week that we are open for shopping.

## **ESSENTIAL RESPONSIBILITIES & DUTIES**

- Overall maintenance of pantry inventory of essential food, hygiene items and cleaning supplies. This involves placing orders with local stores and online vendors, physically picking them up if needed, and managing the intake process for purchased items.
- Support intake of large food drive donations (sorting, labeling by expiration date, reshelving/storage, preparing any redonations).
- General pantry maintenance including reshelving, monitoring perishable items, light cleaning, garbage/recycling, portioning/repacking pantry items (e.g. garbage bags, tea, laundry pods).
- Monitor and maintain all general supplies needed for operation of the pantry and shop-in days. This includes general office and inventory management supplies as well as bags and other items for shop-in.
- Assist with cycle counting for inventory management.
- Oversee general organization of surplus storerooms to ensure inventory visibility, proper storage and labeling, and optimal storage of items.
- Occasional printing and photocopying of routine paperwork and forms.
- Under executive director supervision, work alongside and provide basic guidance to pantry support volunteers to complete regular inventory and pantry management tasks.

## **PHYSICAL REQUIREMENTS & WORKING CONDITIONS**

This is a physically demanding job that requires regular lifting (~30lbs), moving, loading and unloading, and working in a small warehouse without climate control. Candidates should be comfortable on their feet for multiple hours at a time. Must have a valid drivers license and reliable transportation that can transport large orders/boxes. Responsibilities will include purchasing and shared access to budgeting/expense tracking. Flexible schedule and distribution of hours, but must be available at least one morning between Monday-Wednesday and one weekend day. Minimum shift length of three hours. Age 18+ only.

**QUALIFICATIONS**

Candidates should be detail oriented with a knack for organization. Ability to perform under time-sensitive conditions and a high tolerance for the process of creating order in a hectic environment. Strong interpersonal skills and ability to represent Hunger Fighters in a warm, professional manner. Warehouse experience is helpful but not required. Fluent in English; second language preferred but not required.

**EQUAL OPPORTUNITY EMPLOYER**

Hunger Fighters Oregon is an Equal Opportunity Employer, and we encourage applications from candidates who can contribute to the diversity of our organization.